



City of Peoria Secondhand Dealer License Application and Guide

(Pursuant to Peoria City Code Section 11-83, 11-122 & 11-124)

The Secondhand Dealer Application requires the following documentation:

☐ Secondhand Dealer Fee	\$62.00 paid to Peoria City Hall
☐ Identification Form, Background Checklist, Business Description	Pg. 2 of this packet
☐ Background History Information & Fingerprint Sheet	Pg. 3 of this packet
☐ (2) Two photos of applicant	Passport photo requirements only
☐ (2) Two forms of identification	Front & back photocopies
☐ Fingerprint card – submitted in sealed & untampered envelope	From independent fingerprint agency

All items must be included and all documents must be completed prior to submission

Items not needed to complete this application, but needed to be in compliance with city code/Arizona statute:

- Current Pawnbroker license (if applicable)
- Current Arizona Department of Revenue TPT License
- Current Peoria Business License (Posted in conspicuous place inside of business)

Application Process:

1. Complete page 2 of this application.
2. Obtain a manila envelope to provide to the independent fingerprint business/agency.
 - a. The fingerprint technician employee will complete page 3 of this application.
 - b. The employee will then seal the fingerprints in an envelope provided by the applicant (refer to page 4). Only the applicant's fingerprints should be sealed within the envelope; do not seal any other paperwork inside.
3. Obtain two passport style photographs.
4. Bring the entire application to Peoria City Hall, including your sealed fingerprints, passport photos, two forms of ID, and \$62.00 payment. Payment must be paid directly to City Hall.

Submitting a Completed Application:

Completed applications can be submitted in person or by mail to Peoria City Hall Customer Service located at 8401 W. Monroe St., 2nd Floor, Peoria, AZ 85345. City Hall business hours are Monday-Thursday 7 A.M. to 6 P.M. Once submitted, your application will be given to the City of Peoria Tax & Licensing and the Peoria Police Department to be processed. For questions, please contact Customer Service at 623-773-7160 or the Peoria Police Pawn Investigator at 623-773-7048.

If a Secondhand Dealer License Application is Denied:

The City of Peoria will deny applications if any of the requirements of Peoria City Code section 11-123 & 11-124 have not been met. In the event of denial, the City of Peoria Sales Tax and Licensing will notify the applicant of the denial and the reason.



Secondhand Dealer License Application Applicant Background Checklist & Identification Form

ALL FIELDS MUST BE FILLED OUT UNLESS OTHERWISE STATED

Select one: ☐ New Application ☐ Renewal		Is your business a: ☐ Secondhand Dealer ☐ Pawnshop		Select one: ☐ I prefer to have my license emailed ☐ I prefer to have my license mailed			
Last Name		First Name		Middle Name			
Other Names Used (if applicable)							
Home Address							
Mailing Address (Note: if you selected to have your license mailed, then this is the address it will be mailed to)							
City		State		Zip Code			
Home Phone		Cell Phone		Business Phone			
Social Security Number		Date of Birth		Place of Birth			
Race		Sex	Height	Weight	Hair	Eyes	
Email Address							
Business Name			Business DBA				
Business Address							
Detailed Description of Business							



Secondhand Dealer License Application

Individual Background History Information and Fingerprint Submission

Applicant must provide this form to the employee of the business or agency providing fingerprinting services. This form must be completed by the third party employee capturing the fingerprints and returned with the completed fingerprint card in a sealed envelope provided by the applicant. Refer to page 4 of this packet for instructions on this process. Please note that if your fingerprints are illegible and come back as "print reject" from Arizona DPS, you will need to be re-printed. Do not seal this form in the envelope.

Name of Applicant	Applicant DOB	Today's Date
Reason for Fingerprinting	Name of Business/agency capturing fingerprints	
Physical Address of Business/Agency Capturing Fingerprints		
Street Address	Suite	City
State		Zip Code
Third Party Employee's Name		Third Party Employee's Signature
Name of Employee's Supervisor		Business/Agency Telephone Number

Only a current valid form of any of the below listed documents may be accepted as identity verification of an applicant when being fingerprinted. Please select the type of photo ID verified (select one):

- | | |
|---|---|
| ☐ State Issued Driver's License | ☐ USCIS – Permanent Resident Card (I-551) |
| ☐ U.S. Passport or U.S. Passport Card | ☐ USCIS – Employment Authorization Card (I-766) |
| ☐ Federal Government Personal Identity Verification Card (PIV) | ☐ Federal, state, or local government agency ID card with photograph |
| ☐ Uniformed Services Identification Card | ☐ U.S. Coast Guard Merchant Mariner Card |
| ☐ Department of Defense Common Access Card | ☐ Canadian Driver's License |
| ☐ Foreign Passport with Appropriate Immigration Document(s) | |

FOR OFFICIAL USE ONLY BELOW THIS LINE				
Tax & Licensing Employee(s):			Police Department Employee(s):	
Two photographs of applicant	Two forms of ID	Sealed envelope with fingerprints	Fingerprints sent to DPS	Background results received
Notes:				
Date Completed:				
APPLICANT BACKGROUND RESULTS				
LERMS:	☐ Results Attached	☐ No Information Found		
DPS:	☐ Results Attached	☐ No Information Found		
FBI:	☐ Results Attached	☐ No Information Found		

☐ APPROVED

☐ DENIED

X _____ DATE: _____
Peoria Police Department Chief of Police or Designee



Fingerprint submissions will be rejected if seal or envelope has been compromised or tampered with

